



AWARD CATEGORIES

Please check one or more potential categories:

- ☐ **Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.
- ☐ **Small Business Exporter of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.
- ☐ **SBA Young Entrepreneur of the Year:** Owner will not reach 35th birthday by June 1, 2013, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.
- ☐ **Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.
- ☐ **Jeffrey Butland Family Owned Small Business:** A family-owned business with at least a 15-year track record that has passed from one generation to another.
- ☐ **Vermont Micro-Enterprise:** For developing a growing business with assistance through SBA loan programs or as a client of one of our SBA technical service providers, at least a three-year track record, and 5 or fewer employees.
- ☐ **Veteran-owned Small Business Person of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- ☐ **Woman-owned Small Business Person of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- ☐ **Small Business Journalist of the Year:** For concerted efforts to increase public understanding of the importance of small business contributions to the economy.

NOMINEE INFORMATION

I nominate _____ Title _____
Company/Organization _____ Address _____
Phone _____ Fax _____ Email _____

Nominee's qualifications for this award—attach short description on why this business should be considered:

When nominating, please complete the following: Is the company operating profitably _____
of years in business _____ # of employees _____ annual sales \$ _____ SIC/NAICS code _____

NOMINATOR'S INFORMATION:

Nominator's Name _____
Title _____
Organization _____
Address _____
Phone _____ Fax _____
E-mail _____

Please submit by December 12, 2012 and mail (or fax 802-828-4485) this form to:

Vallerie Morse
U.S. Small Business Administration
P.O. Box 605
Montpelier, VT 05601-0605

For more information, please contact: (802) 828-4422 x211. Self-nominations accepted. This form may be duplicated. **For further consideration, supporting materials will be required.** SBA will contact the nominee with details. Thanks for your support!

**VERMONT SBA
2012 NOMINATION CRITERIA BY CATEGORY**

SMALL BUSINESS PERSON OF THE YEAR

Any individual who owns or operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own or operate the business may be nominated as a team, as long as the team does not exceed four.

- ✓ Staying power – a substantiated history as an established business with a 3-year minimum history.
- ✓ Growth in number of employees, sustained expansion.
- ✓ Increase in sales and/or unit volume and net work.
- ✓ Current and past financial reports. For state consideration, we request basic profit and loss & balance sheet info for past three years. The state winner will be asked to produce more complete P & L, and Balance Sheets for that time period.
- ✓ Innovativeness of product or service.
- ✓ Response to adversity.
- ✓ Contributions to aid community-oriented projects.

SMALL BUSINESS EXPORTER OF THE YEAR

Any individual who owns and operates a small business engaged in exporting may be nominated.

- ✓ Increased sales, profits and/or growth of employment because of exporting. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ Creative overseas marketing strategies, with description of products & markets served.
- ✓ Effective solutions to export-related problems.
- ✓ Encouraged other small businesses to export.
- ✓ Introduction of unique trading companies, relationships, products or services.
- ✓ Volunteer assistance to other small businesses entering the export market.

SBA YOUNG ENTREPRENEUR OF THE YEAR

Any individual who serves as majority owner and operator for a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2012.

- ✓ Evidence of success as measured by sales and profits. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ Increased employment opportunities.
- ✓ Development and utilization of innovative or creative business methods.
- ✓ Demonstrated entrepreneurial potential for long-term success.

ENTREPRENEURIAL SUCCESS

Individuals who own and operate a business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

- ✓ Staying power - a substantiated history of an established business, including sustained expansion, steady growth including increased net worth. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ Growth in number of employees (sustained over a minimum of 3 years).
- ✓ Increase in sales/and or unit volume - consistent growth.
- ✓ SBA assistance – document the type and amount of assistance and the years obtained.
- ✓ Innovativeness of product/service – describe uniqueness of product or service.
- ✓ Response to adversity – examples of problems overcome.
- ✓ Contributions to the community.

JEFFREY BUTLAND FAMILY-OWNED SMALL BUSINESS

Family-owned business that has passed from one generation to another and owner has responsibility for operating the business. Nominees must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

- ✓ Evidence of success as measured by sales and profits. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ Increased employment opportunities for family and non-family.
- ✓ Demonstrated potential necessary for long-term business success and economic growth.
- ✓ Voluntary efforts to strengthen family-owned businesses within the community.

VERMONT MICRO-ENTERPRISE AWARD

Any individual(s) who founded, owns and operates a business with 5 or fewer employees (including the owners), which received assistance through SBA loan programs or as a client of our SBA technical service providers. Partners who jointly own and operate the business may be nominated as a “team”, so long as the number of individuals in the team does not exceed four.

- ✓ Growth in net worth, sales and number of employees over the last three years. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ Response to adversity.
- ✓ Contributions to the community.
- ✓ Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc.

VETERAN OWNED SMALL BUSINESS

Any individual(s) who owns at least 51% and operates a small business and is a veteran of the U.S. armed forces may be nominated.

- ✓ Evidence of success as measured by sales and profits. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ Increased employment opportunities.
- ✓ Development and utilization of innovative or creative business methods.
- ✓ Demonstrated entrepreneurial potential for long-term success.

WOMAN OWNED SMALL BUSINESS

Any woman/women who owns at least 51% and operates a small business may be nominated.

- ✓ Evidence of success as measured by sales and profits. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ Increased employment opportunities.
- ✓ Development and utilization of innovative or creative business methods.
- ✓ Demonstrated entrepreneurial potential for long-term success.

SMALL BUSINESS JOURNALIST OF THE YEAR

Any journalist representing television, radio, electronic or print media may be nominated.

- ✓ Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- ✓ Contribution of news, feature stories, editorials, columns and commentary that highlight and analyze small business issues.
- ✓ Voluntary community service aimed at enhancing small business opportunity and growth.
- ✓ Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.